

7 July 1955

MEMORANDUM FOR: Special Support Assistant
General Counsel
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training

SUBJECT : "On-Call" Officials.

25X1A REFERENCE

: Regulation

25X1A

1. The attention of all Support office heads and staff chiefs is invited to Regulation , dated 20 July 1953, "CIA Watch - Critical Information," paragraph 5. of which reads as follows:

"5. 'ON-CALL' OFFICIALS

a. The Deputy Director (Intelligence) and his Assistant Directors, the Deputy Director (Plans) and his Senior Staff Chiefs, the Deputy Director (Administration) and his Administrative Office Chiefs, the Assistant Director for Communications, and the Director of Training are the primary responsible 'On-Call' officials to be notified and to take appropriate action in the event of receipt of critical information. When necessary, a senior representative may be specifically delegated this 'On-Call' official, provided the Assistant Director for Current Intelligence is notified of this delegation.

b. Availability of 'On-Call' Officials

(1) 'On-Call' officials or their designated representatives will be within reach by telephone in the Washington area during all off-duty hours; i.e., nights, Saturdays, Sundays, and holidays.

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(2) 'On-Call' officials will so regulate their activities during on-duty hours that they may be readily contacted by telephone without undue delay."

2. While this Regulation was written to provide for action to be taken in the event of receipt of information requiring immediate consideration by the National Security Council or the Intelligence Advisory Committee, compliance with it also insures that responsible "On-Call" officials can be located immediately for whatever reasons they may be needed.

3. There were several instances recently where it was necessary to contact responsible "On-Call" officials at night, during holidays, and over weekends. In some of these instances it took an unnecessarily long time to locate officials within Support offices who could take the necessary action.

4. The Central Intelligence Agency must operate on a round-the-clock basis and our Support organization must be responsive to the needs of the Agency on the same basis. A hasty investigation leads me to the conclusion that Support offices are not complying fully with Regulation [redacted] Consequently, Support office heads and staff chiefs are requested to insure that the information required in paragraph 4.c.(2) of this Regulation is current in the Office of the Assistant Director for Current Intelligence prior to the close of business on Friday, 8 July 1955, and that the provisions of this Regulation are adhered to strictly.

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Distribution:
cc; AD/CI
DD/S chrono
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[redacted]
L. K. WHITE
Deputy Director
(Support)

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